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Classification

19

<p align="center">REPORTS INVENTORY</p>						<p align="center">DDS-OTR-LS-8</p>	
<p>PREPARE IN DUPLICATE</p>							
<p>1. TITLE OF REPORT (if a fill-in report include Form No.)</p> <p align="center">ANNUAL PROGRAM CALL -- BUDGET ESTIMATES</p>						<p>2. TYPE OF REPORT</p> <p>XXX STATISTICAL</p> <p>NARRATIVE</p> <p>MACHINE-NAME LISTING</p>	
<p>3. FUNCTIONAL AREA</p>		<p>PERSONNEL</p> <p>LOGISTICS</p> <p>MEDICAL</p>		<p>TRAINING</p> <p>SECURITY</p> <p>XXX FINANCE</p>		<p>ADMIN. GENERAL</p> <p>OTHER (specify)</p>	
<p>4. NO. OF COPIES PREPARED</p> <p align="center">4</p>		<p>5. FREQUENCY (weekly, monthly, quarterly, etc.)</p> <p align="center">Annual</p>				<p>6. DISTRIBUTION (No. of components not number of copies)</p> <p align="center">D/OTR</p>	
<p>7. FORMAT (memorandum, form computer print-out, etc)</p> <p align="center">OTR Form</p>		<p>8. ADP PROCESSING</p> <p>YES IF YES GIVE ADP PROCESSING NO.</p> <p>XXX NO</p>		<p>9. DIRECTIVE AUTHORITY REQUIRING REPORT</p> <p align="center">D/OTR</p>			
<p>10. PREPARING COMPONENT (include lowest level contributing information to report)</p> <p align="center">C/LS</p>				<p>11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)</p> <p align="center">None</p>			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	8.00		10		80.00		1		87.20